

# **Unit Substance Abuse Program SOP Enabling Learning Objectives**

- 1. Establish a Unit Substance Abuse Program SOP (USAP SOP).**
- 2. Select from a list required items to be included in your USAP SOP.**



# **Unit Substance Abuse Program (USAP) SOP**

- ▮ It is an ACSAP requirement that units have a Unit Substance Abuse Program Standing Operating Procedure (USAP SOP) that is reviewed and approved by the commander.**
- ▮ Your unit SOP should include (unless mandated in the installation SOP):**
  - ▮ Random selection process normally used and an alternate; DTP should be the primary method and a ten sided die or number out of a hat as the alternate method in case of a computer problem.**



# **USAP SOP Requirements (Cont)**

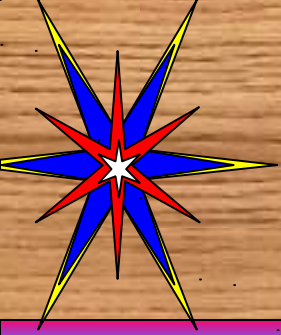
- ▮ Procedures for testing of personnel when not available for testing because of leave, TDY, etc.**
  - ▮ Do you test them within 3 days of return?**
  - ▮ Do you test them at the next unit test?**
  - ▮ Do you just not test them at all?**
- ▮ Required means of identification to include an alternate reliable method for verifying the SSN of the Soldier, if the Soldier does not have an ID card in his/her possession.**





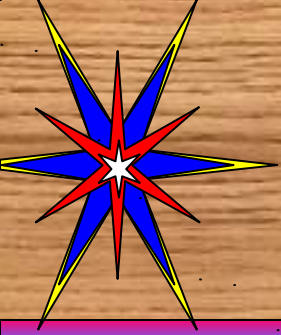
# **USAP SOP Requirements (Cont)**

- Collection procedure - this should be in your installation SOP**
- All required briefings - Commander's, Observer's, and UPL**
- Unusual circumstances and how to handle them**
- Bottle destruction - proper method**
- Disinfecting procedure**
- Unit Prevention Plan (UPP) - discussed in Track 4**



# USAP SOP

- ▮ **Policy letters may be utilized in lieu of USAP SOPs. Although this is acceptable, the policy letter must address all unit specific procedures and information that is not mandated in the Installation Military Collection SOP.**
- ▮ **The USAP SOP, installation SOP, MACOM SOP, policy letters and AR 600-85 should be present during every collection performed.**



# USAP SOP

- ▮ **USAP SOP Homework**
  - ▮ **To fulfill the USAP SOP requirement, you must present a copy of your USAP SOP (signed by your commander) to the ASAP.**
  - ▮ **You will be reminded of this requirement again in Track 4, when the Unit Prevention Plan is discussed.**
  - ▮ **Make sure you click on the Homework button from the module menu to complete your SOP.**